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**HOST SITE CHANGE OF LOCATION STANDARD OPERATING PROCEDURE**

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<b>Category:</b>	League Management	<b>Date Approved:</b>	12/16/2018
<b>Policy Number:</b>	600.7	<b>Date Last Revised:</b>	06/22/2020

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**PURPOSE**

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Provides guideline to changing host site location in the event of environment being unsafe.

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**POLICY**

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Inter Tribal Sports (ITS) strives to provide a positive environment during the facilitation of athletic leagues. The purpose of this document is to establish a standard operating procedure for changing locations to a host site when there is concern that the environment is not safe. For weather related concerns, please refer to Policy 600.2.

**Procedure**

1. ITS administration staff must **gather** reports and evidence from all parties involved including but not limited to: **ITS Staff**, host site representatives, coaches, officials, security, fans, etc. All reports must be in written format and must be submitted within 48 hours from when the incident occurred. **Please look at the ITS website for ITS Witness Statement form, ITS Incident Report form, and ITS Accident Report form.**
2. ITS administration staff will submit all written reports and evidence after the 48-hour deadline to the Executive Board for review.
3. After the Executive Board reviews the incident, an opportunity will be given to the host site's Tribal council and/or board member(s) to discuss the incident with the Executive Board via phone call or an in-person meeting. The Tribal council and/or board member(s) of the host site will have a chance to discuss, review, and submit their recommendation to the Executive Board regarding the incident and its outcomes.
4. The Executive Board will have a final meeting to review, discuss, and make a final decision regarding the incident and its outcomes. In order for ITS to change the location of a host site, approval must come from a majority vote.
5. When a final decision has been made, the ITS office must inform all parties involved.

**Disclosure**

While every effort will be made to honor the policy as written, in certain rare and extreme circumstances, ITS has the right to cancel, reschedule or relocate games or events due to time constraints.

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**RELATED INFORMATION**

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**Inter Tribal Sports Documents:**

**Sport+League** Rules (see specific sport), ITS Accident Report Form (Online/PDF), ITS Incident Report Form (PDF), ITS Witness Statement Form (PDF)

**Inter Tribal Sports Related Policies:**

**600.1** Host Site Responsibilities Policy, **600.2** **Weather Conditions**

**Related Links:**

[www.intertribalsports.org](http://www.intertribalsports.org) → Team Central → Coach Corner → Player Forms  
[www.intertribalsports.org](http://www.intertribalsports.org) → Team Central → Coach Corner → ITS Rules and Policies